



Job Announcement
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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	May 30, 2014	Closing Date:	June 13, 2014
Job Title:	Supervisor I	Position Type:	Regular Full-Time
PIN:	000748	FLSA Status:	Non-Exempt
Location:	District 3, Cecil County Elkton, MD	Grade/ Salary Range:	J09 \$36,189 - \$43,021
		Financial Disclosure:	No

Regular State employees are subject to promotion/demotion policy

Essential Functions: This is supervisory work providing oversight to staff and overall operations of the traffic and criminal division. Delegates, assigns, directs, coordinates and evaluates the work of subordinate clerical staff. Resolves routine conflicts and problems and offers alternative solutions to unusual situations. Reviews postponement requests in the traffic and criminal division and determines whether a postponement is to be granted or reviewed further. Trains staff on Court procedures and practices, automated systems, filing and office equipment. Grants and/or denies leave requests, prepares mid-year and annual performance evaluations, conducts employee counseling and recommends disciplinary actions. Receives and reviews time cards bi-weekly. Carries out and enforces rules, procedures and policies of the District Court. Reviews and verifies reports. Signs and authorizes check requests. Balances petty cash fund. Performs all other duties assigned.

Education: High School Diploma or GED.

Experience: Five years of general clerical experience, three of which must have been in a trial or appellate court of the United States.

Preferred: Graduation from the Judiciary's Court Professional Certificate Program, or Supervisor training.

Note: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

Skills/Abilities: Knowledge of District Court policies and procedures. Ability to communicate clearly to staff, management, law enforcement, attorneys and the public. Ability to maintain composure in stressful situations. Ability to operate a personal computer. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to follow departmental rules, regulations, procedures and functions and to make decisions in accordance. Ability to demonstrate good organizational skills. Ability to work within time constraints and meet fixed deadlines. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files and faxes not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.